



Policy Management Branch

Manage State and consultant staff involved with policy-making processes
Interpret and provide input to federal process
Communicate rules to stakeholders
Insure communications, training and liaison infrastructure in place
Provide policy input to legislative process

Program Development

Develop and disseminate policy
Review and interpret federal policy
Prepare California input to Federal policy
Review policy feedback
Coordinate workgroup efforts regarding policy refinement
Manages HIPAA issues

Liaison, Technical Assistance, Training

Maintain communications with operational staff implementing HIPAA regulations
Provides input regarding problems that may require policy change
Organizes training on HIPAA rules and

Planning & Reporting

Develop plans and schedules for implementing HIPAA
Identify contractor resource needs for OHI
Develop an integrated schedule for statewide milestones and synchronization
Develop status reports on HIPAA implementation efforts

Operations Branch

Manage staff conducting oversight of departments' implementation efforts
Organize corrective efforts where necessary
Oversee formal reporting process
Oversee contract management functions

Program Review

Plans and oversees department implementation activities
Validates information provided by departments
Reports findings of implementation efforts

Corrective Actions

Plans and oversees the work of departments where deficiencies have been identified
Assist departments developing corrective action plans
Monitor compliance with plans
Report results of corrective action efforts

Business & Contractual Services

Manages procurement, deliverables, payments, and record keeping related to contractual services
Provides business support activities

Data Collection & Analysis

Organize, manage work of contractors to develop dept. reporting instrument
Process, organize & analyze reports
Summarize reports and milestones to control agencies and for web publishing

Legal Counsel

Develops expertise in HIPAA law and regulations
Tracks new federal interpretations, court cases, and identifies sensitive and difficult issues
Provides the lead on State law preemption issues
Provides detailed legal analysis on HIPAA issues
Reviews proposed Federal and State Legislation and regulations
Assists the Attorney General's Office on any litigation involving the State on HIPAA issues
Tracks new interpretations of law that would impact HIPAA implementation in California

Information Technology

Specifies and resolves IT issues common across departments
Develops or approves tools for assessment, gap analysis, remediation, or reporting
Reviews HIPAA IT documents to insure consistency with IT policies
Tracks IT industry development that may affect HIPAA
Establishes criteria for system testing
Ensure that departments and counties have risk mitigation, contingency, and program continuity plans
Develop IT infrastructure for the office to track issues, documents, department progress and necessary reporting
Serve as Liaison with DOIT and TIRU on IT project issues